



BYLAWS
**Fluvanna County Economic Development
and Tourism Advisory Council (EDTAC)**

**Approved
By BOS:
September
18, 2019**

ARTICLE 1 – PURPOSE

Pursuant to the Economic Development and Tourism Advisory Council (EDTAC) Charter, approved by the Board of Supervisors (BOS) on May 4, 2016, these Bylaws establish the operation and management of the EDTAC.

ARTICLE 2 – OBJECTIVES

- 2-1. Advise, assist, support, and advocate for suitable economic development and tourism policies, programs, and activities.
- 2-2. Help maintain a County-wide perspective in support of a diversified economy, employment creation, higher paying jobs, and an expanded revenue base for local government services, while preserving and protecting the County's rural and agricultural character, heritage and cultural resources, and tourism opportunities.
- 2-3. Enhance communication with the business community and support business retention, expansion, and community marketing.
- 2-4. Assist in reducing barriers to business development and in maintaining a supportive business environment.
- 2-5. Identify potential resources and partnerships to support economic development, including with public and private organizations involved in economic and tourism development.
- 2-6. Identify regional economic development and tourism collaboration opportunities.
- 2-7. Assist in developing tourism promotions and marketing efforts.
- 2-8. Identify ways to increase the number of special events and revenue producing activities at Pleasant Grove Park and at other venues in the County.
- 2-9. Review other business and tourism related matters and issues referred to the EDTAC for study.

ARTICLE 3 – MEMBERSHIP AND OFFICERS

- 3-1. Membership will be as specified in the EDTAC Charter. Officers will be selected and serve terms as specified in the EDTAC Charter.

ARTICLE 4 – DUTIES OF OFFICERS

4-1. The Chair shall:

- Preside at all meetings.
- Coordinate with all stakeholders.
- Appoint committees, special and/or standing, and liaisons.
- Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote of the members present).
- Be informed of any official communication and report at the next regular meeting.
- Represent the EDTAC before the Board of Supervisors and other public bodies except when this responsibility has been delegated to an appropriate official or member of the EDTAC.
- Carry out other duties as assigned by the EDTAC.

4-2. The Vice Chair shall:

- Act in the absence or inability of the Chair to act.
- Have the powers to function in the same capacity as the Chair in cases of the Chair’s inability to act.

4-3. The Secretary shall:

- Keep a written record of all business transacted by the EDTAC.
- Attend to the correspondence of the EDTAC.

ARTICLE 5 – STANDING AND SPECIAL COMMITTEES

5-1. Standing and Special Committees may be appointed as needed by the Chair.

5-2. Special Committees shall consist of no fewer than two (2) EDTAC members and may include non EDTAC members.

5-3. All committee reports written or oral are considered a permanent record of the EDTAC.

ARTICLE 6 - MEETINGS

6-1. EDTAC meetings shall occur on the second Monday of each month at 6:00 pm.

6-2. Special meetings may be called by the Chair with the consent of a majority of members, and with 72-hour notice to all members.

6-3. A majority of the membership of the EDTAC shall constitute a quorum.

6-4. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

- 6-5. Informal discussions at meetings that lack a quorum shall not include decisional actions.
- 6-6. EDTAC meetings shall be open to the public, except when the EDTAC goes into Executive (closed) Session under the provisions of the Virginia Freedom of Information Act, Chapter 21, Code of Virginia, and amendments thereto, are applicable and adhered to.
- 6-7. Parliamentary procedure in EDTAC meetings shall be governed by the Roberts Rules of Order.
- 6-8. Meetings shall conform to a published agenda and may be amended. Minutes shall be taken at all meetings. Typical agendas shall include:
 - Call to order, confirmation of attendance and quorum (as appropriate)
 - Approval of minutes of prior meeting(s)
 - Committee reports
 - Old Business
 - New Business
 - Public Comment
 - Member comments/announcements
 - Adjournment

ARTICLE 7 - OPERATION

- 7-1. Provide reports to the BOS at such time and in such format as requested by the BOS or suggested by the EDTAC.
- 7-2. EDTAC reports and action recommendations will be submitted in writing via County staff to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.

ARTICLE 8- AMENDMENT TO BYLAWS

- 8-1. These by-laws may be changed by a recorded two-thirds (2/3) vote of the entire Membership.
- 8-2. The EDTAC may temporarily suspend any of these rules by a recorded two-thirds (2/3) vote of the membership present.
- 8-3. If approved by the EDTAC, the proposed change(s) shall be sent to the County Administrator and the BOS for consideration.
- 8-4. If approved by the BOS, the change(s) shall be incorporated into these bylaws.

APPROVED BY:

Chair, EDTAC	Chair, Board of Supervisors
Date	Date